

**Meeting  
Minutes –  
Meeting No. 2**

<b>date/time:</b>	December 5, 2012; 9:00AM	<b>issue date:</b>	January 8, 2013
<b>Architect's project no:</b>	1207.00	<b>submitted by:</b>	Mark Headley - SFA
<b>project:</b>	State of Montana High Performance Building Standards		
<b>location:</b>	Metcalf Building, Capitol Complex, Room 33		
<b>present:</b>	RK: Russ Katherman, State A&E Division WB: Wref Balsam, MT DMA CB: Chris Batson, MT DEQ KP: Kenneth Phillips, FWP DO: Doug Olson, Capitol Complex JW: Jim Whaley, State A&E Division SH: Shawna Helfert, MT DOR KW: Kath Williams, Kath Williams + Associates MH: Mark Headley, StudioFORMA Architects		
	JM: Jason McGimpsey, MSU-Billings (remote) JC: Jameel Chaudhry, UM-Missoula (remote) TT: Tracey Thun, MT State Hospital (remote) DS: Dan Stevenson, MSU-Bozeman (remote) WBZ: Walter Banzinger, MSU-Bozeman (remote)		
	(remote) = joined from remote location via GoToMeeting		
<b>distribution:</b>	Posted on project website		

**General:**

1. RK stated that a placeholder in an upcoming bill has been secured by Representative Jenifer Gursky to "revise the High Performance Building Standards."
2. RK stated that the project website should be completely functional by approximately 12/21/12 pending preparations for the upcoming legislative session.
3. KW stated that the meeting minutes will only reflect what was actually said at the meetings. Review comments by committee members on meeting minutes should be stated to help reflect their completeness and accuracy. It was agreed that committee members should refrain sending general emails that are not review comments for posted documents. General comments should be made primarily at the meetings so that all CDG members can hear them and they will then be reflected in the minutes. This was the general desire of the CDG at Meeting No. 1 to keep down the number of emails people were receiving for this project.
4. KW stated that the most recent documents sent out to the CDG that address LEED and Green Globe costs have incorporated some of the most recent information shared at the Greenbuild Conference held on November 14-16 in San Francisco.
5. CB asked if ASHRAE 189 should be referenced as part of the HPBS. It was agreed that this standard should be included as part of the HPBS and the CDG will develop this in the future drafts.

**Goals:**

6. KW stated that some states include Goals as part of their HPBS's and others do not. There was agreement to keep ours as a separate document for now.
7. KW stated that the text highlighted in the current draft is exact wording from the legislation.
8. JW stated that in general the Goals document should be much broader than the legislation.
9. The following revisions were agreed upon for the next draft:
  - First paragraph: Delete "...thereby protecting state resources, creating new jobs, contributing to economic growth, and increasing energy independence."
  - Second paragraph: Add at the end "...are cost effective and:"
  - Article 2: Change "Increase the demand for..." to "Increase the use of..."

These meeting minutes are assumed to be a true and accurate record of this meeting unless written notification to the contrary is received by our office no later than five (5) days from the date of issuance above.

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- Article 3: Replace wording with "Cost-effective and comprehensive energy plans for buildings should encourage passive design, utilization of local energy sources, and local renewable energy sources."
- Article 4: Delete "...including avoiding development of inappropriate building sites;"
- Article 5: Delete this article in its entirety but add "Natural Resources" to HPBS Definitions.
- Article 6: Add "...and properly manage" after "Reduce..." and delete "...and manage waste through reuse, recycling and diversion from landfill disposal and incineration;"
- Article 7: Change "...optimal performance" to "...operational considerations" and delete "...level"
- Article 8: Delete "...through third-party post-construction review and verification;"
- Article 9: Replace wording with "...Implement a comprehensive data base for all high-performing buildings."
- Article 10: Add "...and maintain" after "Operate..."; change "...maximum" to "...optimal"; change "...control" to "...controlling"
- Second to last closing paragraph: Delete this paragraph in its entirety.
- Last closing paragraph: Delete "The Department will encourage all state agencies and university facilities to..."; move "An integrated design process to optimize energy performance, enhance indoor environmental quality, and conserve natural resources are encouraged for all projects. (2.a)" to introductory paragraphs; and leave remaining wording as numbered goal.

#### **Definitions:**

10. It was agreed to list all Definitions in alphabetical order.
11. Change title of Article 1.2 to "DEFINITIONS FOR GOALS AND HIGH PERFORMANCE BUILDING STANDARDS"
12. Add the following to Article 1.2, DEFINITIONS:

- Natural Resources of the State
- Life-Cycle Cost
- Major Renovation
- New State-leased Buildings
- Integrated Design
- Optimize Energy Performance

13. There was discussion on whether it will be legal and in conformance with the legislation to have exemptions in the HPBS. It was agreed that RK will verify this question with Mike Manion, Chief Legal Counsel.

#### **Next Steps:**

14. KW and MH will write the first drafts of the new terms added under HPBS Definitions as listed in item #12 above.
15. MH will revise the Goals and HPBS documents based on this meeting's directives for posting on the website.
16. KW and MH will write the first draft of the Exemptions if it is decided by Mike Manion that they will be legally acceptable.
17. JM, JW, KP, JC and WBZ will serve as a sub-committee to write the first draft of the Small Projects Checklist and the Montana Supplementary Credits. Anyone else who would like to send ideas on these two documents should forward them to the sub-committee through MH.

#### **Next Meeting:**

The next meeting was tentatively set for January 16<sup>th</sup> and 17<sup>th</sup>, 2013. This meeting will be face-to-face in Helena.

MEETING ADJOURNED 12:05PM

Submitted by:  
Mark B. Headley, AIA, Principal

#### **End of Minutes**

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